



## MEMORANDUM

Agenda Item 14(D)2

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TO: Honorable Chairperson Barbara Carey-Shuler, Ed. D.      DATE: June 8, 2004  
and Members, Board of County Commissioners

FROM: Honorable Harvey Ruvin, Clerk  
Circuit and County Courts

SUBJECT: Ballot Appointment of Member  
to the Library Advisory Board

  
Kay Sullivan, Director  
Clerk of the Board Division

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Please select one of the nominees listed on the attached ballot to fill a vacancy on the Library Advisory Board. The nominee appointed to fill this vacancy will serve the remainder of the term of Dr. Alexandria J. Holloway, who resigned.

In accordance with Section 2-194 of the Miami-Dade County Code and the By-Laws of the Library Advisory Board, the Advisory Board has submitted, in order of preference, the names of Dayle W. Wilson, Frederick J. Kent and Sandra K. Vanden, as qualified candidates from which a replacement can be selected.

The resume of each candidate, the Director of Libraries' memorandum dated May 17, 2004, and the ballot are attached.

KS:dc  
attachments

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**COUNTY ADVISORY BOARD BALLOT**  
Miami-Dade County, Florida

**JUNE 8, 2004**

**PUBLIC LIBRARY ADVISORY BOARD**

**APPOINTMENT TO REPLACE DR. ALEXANDRIA J. HOLLOWAY**  
**Vote (✓) for One**

|                   |                          |
|-------------------|--------------------------|
| Dayle W. Wilson   | <input type="checkbox"/> |
| Frederick J. Kent | <input type="checkbox"/> |
| Sandra K. Vanden  | <input type="checkbox"/> |

**Commissioner** \_\_\_\_\_  
(Please sign ballot)

**Commission District Number** \_\_\_\_\_

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HARVEY RUVIN  
Clerk of the Circuit and County Courts  
Clerk of the Board of County Commissioners  
111 NW 1st Street, Suite 17-202  
Miami, FL 33128  
305-375-5126

**MEMORANDUM**

TO: Kenneth Guldstrand  
Deputy Clerk's Office  
Clerk of the Board

DATE: May 17, 2004

SUBJECT: Candidates, Library  
Board Vacancy

FROM: Raymond Santiago  
Director of Libraries

In compliance with ordinance 77-81, the Library Advisory Board, at its meeting of January 26, 2004, selected candidates to fill the vacancy on the Board. All candidates are qualified and each has agreed to serve if appointed by the Commission.

The Advisory Board highly recommends that Dayle W. Wilson be appointed to fill the remainder of the term for Dr. Alexandria J. Holloway, who resigned in October 2003. Dr. Holloway's term expires October 10, 2005.

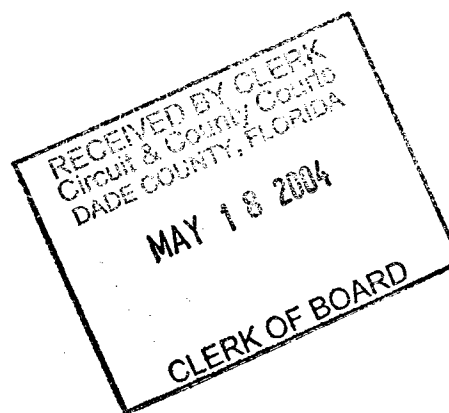
Attached is a list of the candidates, named in order of Board preference.

Thank you for your attention to this matter.

RS/rh

Attachments

cc: George M. Burgess, County Manager  
Alina Tejeda Hudak, Assistant County Manager  
Suzet Tagle Alvarez, Asst. to the County Manager



## MIAMI-DADE COUNTY LIBRARY ADVISORY BOARD

### VACANCY

Dr. Alexandria J. Holloway

### Candidates recommended by the Board listed in order of Board preference.

1. Dayle W. Wilson (Incumbent)  
13015 SW 109 Place  
Miami, FL 33176  
(305) 234-9697
2. Frederick J. Kent  
229 Ridgewood Road  
Coral Gables, FL 33133-6613  
(305) 661-4857
3. Sandra K. Vanden  
7330 SW 52 Court  
Miami, FL 33143  
(305) 669-0021

# Dayle W. Wilson

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## Professional experience

### **2001 - University of Miami Assistant Dean of Students**

Assumes investigative and administrative responsibilities with the major and university discipline programs; conducts mitigation hearings and assess disciplinary sanctions in University discipline cases; serves as advisor to the Black Greek letter organizations and the Alpha Lambda Delta Freshmen Honor Society; participates in campus activities within the division of Student Affairs.

### **1999 - 2001 University of Miami Special Events Coordinator – Office of the President**

Served as special events officer for the President of the University, with lead responsibility for planning and executing presidential public and institutional social functions; served as a liaison to the President's spouse, who hosts/co-hosts the majority of presidential functions.

Coordinated all university events hosted by the President of the University. Responsible for all on site logistics.

### **1995 – 1999 University of Miami**

#### **Director of Personnel and Special Events**

- Served as human resource manager at the School of Law for 115 exempt and non-exempt employees, with the responsibilities of recruitment and hiring of all staff. Handled all employee disciplinary issues; and developed training programs for professional development. Responsible for all personnel duties for 90+ student employees
- Managed and coordinated all major events for the Dean of the School of Law including developing invitations and guest lists, catering and site selections, maintaining budgets, and coordinating all on site logistics. Events included: Dean's dinners, luncheons, graduation ceremonies and receptions, annual homecoming breakfast, alumni events, and building dedications.

### **1987 – 1995 University of Miami**

#### **Assistant Director for University Relations**

- Acted as community liaison representing the University in selected community organizations such as chambers of commerce, United Way and other community based activities.
- Managed and coordinated the University's annual commencement ceremony with 10,000 in attendance; responsible for all aspects of the program including on site logistics as well as coordinating all vendors and staff assignments.

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- Managed a university volunteer organization, the Women's Guild, staffing monthly board meetings and coordinating monthly luncheon programs.

#### **1984 – 1987                      University Relations**

##### **Administrative Assistant**

Responsible for maintaining office budget and personnel activities for a staff (exempt and non-exempt) of 21.

Provided administrative support to the assistant vice president for university relations in the coordination of university wide special events such as commencement, donor recognition events, and anniversary celebrations.

#### **1981 – 1984              School of Law**

##### **Coordinator - Office of Alumni and Development**

Provided staff support to the Director of Alumni relations in the coordination of fundraising activities; coordinated all meetings and social activities for alumni board of directors; processed donations and prepared the annual donor report.

#### **Education**

- University of Miami, Coral Gables Florida  
B.A. Arts and Sciences
- 1996 – Human Resource Generalist Certificate
- 1995 – Supervisor's Training Certificate

#### **Professional Associations**

|             |  |
|-------------|--|
| 2001 –      | Association for Student Judicial Affairs                               |
| 1996 – 1999 | Society for Human Resource Management                                  |
| 1992 – 1995 | Coral Gables Chamber of Commerce<br>Board of Directors                 |
| 1992 - 1995 | Coral Gables Rotary Club<br>Greater Miami Chamber of Commerce          |
| 1989 – 1992 | United Way of Dade County<br>Youth Development Fund Distribution Panel |
| 1989 – 1992 | YWCA of Greater Miami<br>Board of Directors                            |

## **Community Activities**

**President, Miami Lawyers' Division  
Federalist Society**

**Board of Advisors and former President,  
CHARLEE of Dade County, Inc.**

**Chairman, Chapter 517 Revision Committee  
of the Florida Bar, 1991-3**

**Academic Adviser to and Member of the Executive Council  
of the Business Section of the Florida Bar, 1989-90**

Mrs. Kent

NAME: Frederick James Kent

ADDRESS: 229 Ridgewood Road

Coral Gables, FL 33133-6613

Telephone: (305) 661-4857

OCCUPATION: Librarian (retired). On the professional staff of the Free Library of Philadelphia, 1961-1992.

EDUCATION: DePauw University (Greencastle, IN), B.M. 1950

University of Illinois (Urbana, IL), M.M., 1951

University of Illinois (Urbana, IL), M.L.S., 1961

EXPERIENCE: Initial assignment at Free Library of Philadelphia was the Music Department; became assistant head, 1965 and was appointed head, 1974. In 1989 was promoted to curator of the Fleisher Collection of Orchestral Music. Over twenty-five years experience in managing the music collections of a major public library. Also composes music and plays organ in churches.

PROFESSIONAL ACTIVITIES: American Guild of Organists 1950-; served on Executive Board of Philadelphia Chapter, 1965-1992; also editor of monthly newsletter, Crescendo. Music Library Association, 1960-; was



Coordinator of Organ Music Roundtable,  
1984-1992. Also served on the boards  
of Delaware Valley Composers and the  
Musical Fund Society of Philadelphia.

SCHOLARSHIPS AND AWARDS: Rector Scholar (1947-50),  
Phi Mu Alpha (music honorary), and  
commissioned to compose song cycle for  
Century IV (Pennsylvania's 300th), 1982.

STATEMENT: Libraries should be a major concern  
of all citizens, not only as museums  
of culture and learning, but also as  
ready resources of practical information  
and enjoyable recreation. Larger  
communities need attractive, convenient  
branch libraries in their neighborhoods  
for personalized service. The diverse  
ethnic groups of our own community  
make such service especially challenging  
and I would welcome the opportunity to  
serve on the library board to help  
realize these goals.

**Sandra K. Vanden** - 4265 Braganza Avenue, Miami, FL 33133  
PH 305-666-4807 - FX 305/666-4905 - E SVan6@aol.com

### **OVERVIEW**

Accomplished planner, organizer and producer developing and implementing strategies and programs. Public and private background in proposal development, legislative actions, marketing, and community service programs.

### **BUSINESS 1988 to 1997**

**Gulfstream Park**, Ft. Lauderdale, FL

Quality Service Coordinator / Liaison to the President

Designed, constructed and implemented Total Quality Customer Service program

**GREATER MIAMI CHAMBER OF COMMERCE**, Miami, FL

Director, Economic Development

Directed projects, newsletters, seminars, training and marketing activities for the Empowerment Zone Committee, Dade Economic Master Plan Project, Dade Manufacturers' Council / Biomedical Exchange Forum, and the Quality Council committee.

**UNIVERSITY OF MIAMI SCHOOL OF MEDICINE**, Miami, FL

Editorial Coordinator - *American Journal of Physiology: Lung Cellular and Molecular Physiology*

Directed manuscript review process, publication schedule, organizational policies, structures and financial accounts. Coordinated work of 15 associate editors, members of the editorial board, reviewers and authors; reduced manuscript review process from three months to 21 days. Coordinated all aspects of relocating this department to Georgetown University in 1990.

### **GOVERNMENT 1985 - 1988**

**UNITED STATES HOUSE OF REPRESENTATIVES**, Washington, DC

Dante B. Fascell - Congressional Office - Legislative Assistant

Researched, developed and coordinated submission of legislative proposals; coordinated constituent activities, researched and resolved constituent issues; drafted *Congressional Record* statements and media releases.

**UNITED STATES SENATE**, Washington, DC

Bob Dole - Senate Office and Senate Minority Leader's Office - Legislative Assistant

Researched and developed state studies, congressional actions and political analyses. Drafted congressional statements and press releases. Investigated, coordinated and resolved constituent issues.

**RESEARCH ASSOCIATES, INC.**, Washington, DC

Business Research and Competitor Analysis

Assistant to the president for administration, marketing, client relations and editorial review. Planned and conducted research projects; developed information and sourcing strategies; liaison to Capitol Hill.

### **EDUCATION**

**Smith College**, Northampton, MA, 1988 - B.A. Major in Government, Minors in Economics and International Affairs

**Georgetown University**, Washington, DC, 1987 - Certificate: Comparative Political and Economic Systems

**Miami Dade Community College South**, Miami, FL, 1985 - Faculty Award: Outstanding Student So. Camp.

**additionally:**

**Smith College School of Management**, Certificate, Executive Management Critical Issues Program, 1999

**University of Miami**, Certificate, Executive Education for Nonprofit Management, 1998

**Barry University/Florida Association of Nonprofit Organizations**, Certificate, Nonprofit Management, 1997

**Florida International University**, Certificate, Total Quality Service, 1994

**Dale Carnegie Institute**, Certificate, Effective Speaking and Influencing Business, Highest Achievement Award, 1993

### **CURRENT ACTIVITIES & AWARDS**

Miami-Dade County Fair and Exposition – Board of directors chairperson-elect, chair of Scholarship & Career Fair committees

National DAR Award for Community Service 2003 – to honor creation and success of annual Career Fair for middle school students

Christ the King Lutheran Church – Immediate Past President of Council; current council member

Lutheran Services of Florida 2004 Good Samaritan Award for volunteerism

Smith College – Alumnae Association Florida Regional Coordinator; immediate past president Miami Smith College Club – member, book award committee